

V. Training Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist

Revision 3, 09/09/2016



Facility:	Process(es) Covered:		HHS(s):	
Completion Score History	Date	Part A Score	Part B Score	
	xx/xx/xxxx	xx%	xx%	
A. PROCEDURE/POLICY REVIEW				
Documents Reviewed				
Date Reviewed	Title of Document	Rev. #	Date	# Pgs.
1) SCOPE OF INITIAL TRAINING			NAC Ref.	Resp. Code
<i>Item #1 Completion Score – Weighted 20% of Part A</i>			<i>x / 8 = xx%</i>	
Do the subjects covered by initial training include:				
i. An overview of the process?			459.95418(1)	
ii. Relevant operating procedures?			459.95418(1)	
iii. Plant layout?			459.95418(1)	
iv. Location of equipment and instruments?			459.95418(1)	
v. Specific safety and health hazards?			459.95418(1)	
vi. Emergency operations and emergency shutdown?			459.95418(1)	
vii. Relevant safe work practices?			459.95418(1)	
viii. Management of Change program?			459.95418(1)	



Notes/Comments Pertaining to Responses to Questions under Issue 1):		
2) SCOPE OF REFRESHER TRAINING	NAC Ref.	Resp. Code
<i>Item #2 Completion Score – Weighted 20% of Part A</i>		x / 3 = xx%
i. Does the scope of operator refresher training train operators in current operating procedures to ensure employees understand and adhere to procedures?	459.95418(3)	
ii. Is the frequency of the refresher training 3 years, or less?	459.95418(3)	
iii. Is there a mechanism that solicits employee input on refresher training scope and frequency?	459.95418(3)	
Notes/Comments Pertaining to Responses to Questions under Issue 2):		
3) AREAS OF TRAINING	NAC Ref.	Resp. Code
<i>Item #3 Completion Score – Weighted 20% of Part A</i>		x / 3 = xx%
i. Is there a Training Syllabus for EACH position that operates this process, related to Initial Training?	459.95418(4)	
ii. Is there a Training Syllabus for EACH position that operates this process, related to Refresher Training?	459.95418(4)	
iii. Are the training sessions and associated training materials provided in a manner that can be understood by all employees requiring training under this section?	459.95418	
Notes/Comments Pertaining to Responses to Questions under Issue 3):		
4) EVALUATION OF EMPLOYEE COMPREHENSION OF TRAINING	NAC Ref.	Resp. Code
<i>Item #4 Completion Score – Weighted 20% of Part A</i>		x / 5 = xx%
i. Does the facility define the methods to be used to ascertain whether each employee involved in operating a process has comprehended the training?	459.95418(5)	
ii. Whether oral, written, observation of job performance, or a combination of methods is used to determine comprehension, is the test content documented (note: even an oral test administered in the field must have documented criteria for evaluation)?	459.95418(5)	

V. Training Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist



Revision 3, 09/09/2016

iii.	Is a Passing/Failing criteria established for each test?	459.95418(5)	
iv.	Is performance of the employee in the defined operational position dependent upon achieving a passing score on the comprehension test?	459.95418(5)	
v.	Is employee comprehension evaluated for both Initial and Refresher Training?	459.95418(5)	
Notes/Comments Pertaining to Responses to Questions under Issue 4):			
5)	TRAINING PROGRAM DOCUMENTATION	NAC Ref.	Resp. Code
<i>Item #5 Completion Score – Weighted 10% of Part A</i>		<i>x / 2 = xx%</i>	
i.	Does the facility maintain Records of the Training required by this section for each employee involved in operating the process?	459.95418(6)	
ii.	Do the Training Program Records require:	459.95418(6)	
a.	The identity of the employee	459.95418(6)	
b.	The date of training	459.95418(6)	
c.	The substance of the training provided on that date	459.95418(6)	
d.	The means used to verify that the employee comprehended the training (testing records)?	459.95418(6)	
Notes/Comments Pertaining to Responses to Questions under Issue 5):			
6)	MANAGEMENT PLAN AND DOCUMENT CONTROL	NAC Ref.	Resp. Code
<i>Item #6 Completion Score – Weighted 10% of Part A</i>		<i>x / 2 = xx%</i>	
i.	Is there a site-specific plan that addresses how the Training Program requirements will be developed and maintained, including:	459.95341	
a.	Document the names of person(s) who are members of the team with overall responsibility for the development, implementation and integration of the Training Program Requirements?	459.95341	

V. Training Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist



Revision 3, 09/09/2016

b.	How it has been determined that all appropriate training subjects have been identified and the appropriate training methods have been developed.		459.95341	
c.	How Training Program materials are developed, reviewed and approved (including development of instructional materials, the methods used to determine comprehension and the methods to document successful training in facility and personnel training records.		459.95341	
d.	Does the Training Program define who conducts training?		459.95341	
e.	How the Training Program is reviewed, and at what frequency, to determine that personnel have received the training necessary to perform their job tasks?		459.95341	
f.	How the Training Program is determined to provide clear instruction in a manner understood by all operators?		459.95341	
ii.	Is there a site-specific policy or procedure that addresses how Training Program documentation is controlled to ensure that the most current information is in circulation and use?		459.95341	
Notes/Comments Pertaining to Responses to Questions under Issue 6):				
General Records Audit/Review Notes/Comments:				



B. ON-SITE INSPECTION - RECORDS AUDIT				
1) SELECT 2 TO 4 TRAINING FILES/RECORDS TO REVIEW AGAINST ACTUAL PRACTICE (Attempt to represent records for initial and refresher training). List on the Following Table:			NAC 459.95418	
<i>Item #1 Completion Score – Weighted 40% of Part B</i>			x / 4 = xx%	
#	Employee ID # or Name	Description -Title of Operator Position (note initial or refresher training)	Date of Training	
i				
ii				
iii				
iv				
Inquiry/Observation ('Y' Indicates presence of training record)			Response Code:	
			i	ii
			iii	iv
Relevant General Facility & Process Knowledge				
a.	Overview of the process (including process flows, equipment & instruments involved, key operating variables, reading process flow diagrams, reading piping & instrument diagrams)			
b.	Layout of the plant (e.g., physical layout of process, including pipe routing)			
c.	Location of equipment, controls and instruments			
d.	Specific safety & health hazards			
e.	Management of Change			
Relevant Standard Operating Procedures (also refer to NAC 459.95416)				

V. Training Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist

Revision 3, 09/09/2016



f. Initial Start-Up procedures (for commissioning of new process)				
g. Normal Operating procedures				
h. Temporary Operating procedures				
i. Emergency Shut-Down procedures				
j. Emergency Operating procedures				
k. Normal Shut-Down procedure for Turnaround				
l. Shut-Down procedure to place in Standby Mode of Operation (i.e., Warm Shut-Down)				
m. Start-Up procedure following a Turnaround				
n. Start-Up procedure following an Emergency Shut-Down or Warm Shut-Down				
o. Safe Operating Limits				
p. Safety and Health considerations				
q. Safety System Description (SSD)				
Relevant Safe Work Practices (also refer to NAC 459.95416 & 459.95433)				
r. Lock-Out/Tag-Out (Control of Hazardous Energy)				
s. Confined Space Entry				
t. Opening Process Equipment or Piping (Line Breaking)				
u. Entrance into the facility and/or specific process area(s) by maintenance, contractor, or other support personnel (Controlled Access)				

V. Training Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist



Revision 3, 09/09/2016

v. Hot Work				
w. Other Safe Work Practices				
x. Does the employee training record meet the requirements of this section?				
Notes/Comments Pertaining to Responses to Questions under Issue 1):				
2) COMPREHENSION OF TRAINING	NAC 459.95418(5)			
<i>Item #2 Completion Score – Weighted 30% of Part B</i>	x / 1 = xx%			
i. Did the employee successfully pass a defined method to evaluate comprehension for ‘a’ through ‘x’ above? (‘Y’ indicates presence of test records whether oral, written, observation of job performance, or a combination of methods was used)				
Notes/Comments Pertaining to Responses to Questions under Issue 2):				
3) EMPLOYEE CONSULTATION	NAC Ref.	Resp. Code		
<i>Item #3 Completion Score – Weighted 30% of Part B</i>	x / 1 = xx%			
i. Is there documentation indicating that employees have been consulted on frequency and scope of refresher training?	459.95418(3)			
Notes/Comments Pertaining to Responses to Questions under Issue 3):				
General On-Site Inspection and Records Audit Notes/Comments:				